



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2022-05
05/11/2022

POSITION VACANCY

Position: GENERALIST CLERK

Starting Salary: CL-23 - \$39,786 per annum
This position has promotional potential up to CL-25 without further competition

Closing Date: Open Until Filled

Overview: The U.S. Court of Appeals for the 7th Circuit is seeking applicants for a full time Generalist Clerk. This individual performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents in accordance with approved internal controls, procedures and rules. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, assists with case initiation, and performs customer service for the purpose of providing procedural information and collecting court fees.

Duties:

- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route electronic and paper documents to the proper offices, and/or staff, after acceptance.
- Assist in the collection of appropriate fees and assign case numbers.
- Act as receptionist and provide information to a wide variety of people within and outside the court. Assist in entering documents and proceedings on the docket, perform data entry, and create/update matrix mailing lists.
- Record and assist with the orderly flow of judicial proceedings using both in-person and remote courtroom technology.
- Accurately sort, classify, and file case records, and maintain the integrity of the filing system.
- Retrieve files and make copies of records for court personnel, attorneys, and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.

Minimum Qualifications:

- To qualify for the position of Generalist Clerk, the applicant must possess a 4 year degree from an accredited college or university in an accepted field of academic study.

Preferred Qualifications:

- Experience in the use of P.C.'s and software applications, including Zoom video-conferencing technology.
- Proven ability to solve problems, think independently, and work cooperatively in a team/office environment.
- Strong oral and written communication skills and attention to detail.
- Excellent interpersonal and customer service skills.

Application:

Please submit resume with cover letter to:
U.S. Court of Appeals - 7th Circuit

Human Resources
219 S. Dearborn Street - Rm. 2722
Chicago, Illinois 60604
Fax: 312-554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: www.ca7.uscourts.gov.

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

The Fair Chance to Compete for Jobs Act of 2019 (FCA), also known as the federal “ban the box” law, prohibits federal employers, including employing offices in the judicial branch, from requesting that applicants for most jobs disclose information on arrest and conviction history before a conditional job offer is extended to the applicant. A conditional offer of employment is an offer that is conditioned only on the results of a criminal history inquiry. The FCA is intended to give formerly incarcerated individuals a fair chance to compete for employment in the federal government by barring most requests for criminal history record information until the end of the hiring process. The FCA does not change the discretion of an employing office to determine that an individual’s criminal history disqualifies them from a particular position. The FCA became effective on Dec. 20, 2021.

The successful candidate for this position will be required to undergo a FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER